

6 October 1983

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MEMORANDUM FOR:

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FROM:

C/HRPS

SUBJECT: HRPS Report Request - OP
Professional Requirements

1. It is requested that a new report be created for ad hoc distribution to HRPS. The report should be entitled "Current OP Professional Requirements" and should include the following data:

- a. Personnel Officer Requirements: This should consist of a total

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- b. Unallocated PO Requirements: This will consist of the portion of unallocated OP ceiling that is scheduled for allocation as Personnel Officer positions. This number (to be initially established as zero) will be provided and adjusted by HRPS based upon budgetary data.

- c. Special PO Requirements: This will consist of the total number of all position incumbencies allocated with the organizational

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- d. Additional PO Requirements: This will consist of a total count of all position incumbencies, in addition to paragraph "c," that are not in the PO occupational code series that are occupied by

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- e. Personnel Officer Resources: This will consist of a total count of all full-time employees assigned the occupational codes

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- f. Additional PO Resources: This will consist of a total count of all position incumbencies in the PO occupational code series

by full-time employees that are not in the PO occupational code series.

- g. Total PO Requirements: This will consist of a total count of all position incumbencies identified in subparagraphs a + b + c + d.

- h. Total PO Resources: This will consist of a total count of all full-time employees and position incumbencies identified in subparagraphs e + f.

2. The remaining item on the report can be identified as "Current PO Requirements." It can be derived by subtracting the total derived from subparagraph h from the total derived from subparagraph g. It is also requested that back-up data sheets be printed identifying the numbers by occupational code for each of the subparagraph totals. Please contact me for any additional clarification required in formatting the requested report.

Distribution:

Original & 1 - Addressee

1 - Chrono

1 - DDA Project File

1 - OP Professional Requirements

1 - Stayback

OP/HRPS/ (5OCTOBER1983)